



STAFF REPORT

Resolution Approving Plans and Specifications, Authorizing Advertisement for Sealed Bids, Approving Award of Contract to the Lowest Responsive and Responsible Bidder for an Amount Not to Exceed \$582,138, Approving a Construction Contingency Not to Exceed \$58,214 and Authorizing the City Manager to Execute a Contract for the Demolition, Rough Grading and Site Preparation for the Belmont Library and Belameda Park Project, City Contract No. 463.

Honorable Mayor and City Council:

Summary

City Contract No. 463, Belmont Library and Belameda Park Project Phase 1, will include demolition, rough grading and site preparation to facilities located at 1110 Alameda de las Pulgas. The Library Steering Committee, Planning Commission and Parks & Recreation Commission recommend the project.

Approval of the attached resolution will approve plans and specifications, authorize advertisement for sealed bids, and authorize the City Manager to execute a contract to the lowest responsive and responsible bidder for an amount not to exceed \$582,138, and authorizing a construction contingency in an amount not to exceed \$58,214.

Background and Discussion

With the approval of the Library Steering Committee, the project has been separated into two phases. Phase 1, for which approval is now sought, includes demolition and rough site preparation. Phase 2, includes constructing the building and park.

By splitting the project into two phases, construction has been accelerated and rough grading can occur in dry weather.

Commission Approvals-

On January 14, 2004, the Parks & Recreation Commission approved the Belameda Park design. Furthermore, on March 16, 2004, the project received the following approvals from the Planning Commission:

- ☐ Negative Declaration
- ☐ Conditional Use Permit
- ☐ Design Review

- ❑ Grading Plan
- ❑ Tree Removal Permit

Project Scope-

The recommended project (Phase 1) includes the following:

- Belmont Library
 - ❑ Removal of hazardous materials from the existing Library building;
 - ❑ Demolition of the building;
 - ❑ Site clearing and rough grading;
 - ❑ Utilities;
 - ❑ Construction of the new parking lot; and
 - ❑ Site Winterization
- Belameda Park
 - ❑ Removal of selected trees and protection of the others

Project Schedule-

The following project schedule is contemplated:

- | | |
|---|---------------------|
| ▪ Phase I - Advertise/Notice to Contractors | July 28 |
| ▪ Bidding Period | July 28 – August 31 |
| ▪ Library Closes | August 8 |
| ▪ Pre-Bid Meeting | August 19 |
| ▪ Open Bids | August 31 |
| ▪ Award Contract/Building Vacated | September 3 |
| ▪ Issue Notice to Proceed | September 14 |
| ▪ Complete Phase I | December 14 |

Library Closure-

The Library will close to the public on August 8th. Patrons will be directed to the Redwood City, San Carlos, Foster City and San Mateo Libraries to obtain services.

Plans and Specifications-

A complete set of plans and specifications are available in the Finance Director's Office for review.

Fiscal Impact

Funding for the project is included in the FY 2005 Budget. A total of \$640,352 is available for this phase of the work. The total project budget is \$10,873,876.

The estimate for this phase of work is \$582,138. A construction contingency of \$58,214 is included in the funding.

Funding is available in account 306-4190-2053-9020.

If the lowest responsive and responsible base bid exceeds the budgeted amount plus contingency, staff will bring a recommendation to Council to either award with justification or to reject all bids.

Recommendation

It is recommended the City Council approve City Contract No. 463, authorize advertising for sealed bids from qualified contractors, approve award of contract to the lowest responsive and responsible bidder, authorize the City Manager to execute a contract with the lowest responsive and responsible bidder, and authorize a total budget of \$640,352 for this project to be administered by the Project Manager.

Alternatives

- (1) Refer back to staff for further information.
- (2) Deny the request.

Attachments

- (1) Resolution.
- (2) Select Plans.

Respectfully submitted,

Thomas Fil
Finance Director & Project Manager

Jere A. Kersnar
City Manager

RESOLUTION NO. _____

**CITY OF BELMONT
SAN MATEO COUNTY, CALIFORNIA**

RESOLUTION OF THE CITY OF BELMONT APPROVING PLANS AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR SEALED BIDS, APPROVING AWARD OF CONTRACT TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR AN AMOUNT NOT TO EXCEED \$582,138, APPROVING A CONSTRUCTION CONTINGENCY NOT TO EXCEED \$58,214 AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT FOR THE BELMONT LIBRARY AND BELAMEDA PARK PROJECT CITY CONTRACT NO. 463

WHEREAS, the City of Belmont owns and maintains the Belmont Library and the landscaped area known as Belameda Park; and,

WHEREAS, the Belmont Library and Belameda Park in need of demolition, rough grading and site preparation to prepare for construction of a new Library; and,

WHEREAS, the Planning Commission and Parks and Recreation Commission has reviewed and recommends the improvement plan for the Belmont Library and Belameda Park; and

WHEREAS, sufficient funds have been budgeted in the FY 2005 budget for this project.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council approves City Contract No. 463 Plans and Specifications.
2. The City Council authorizes advertisement for sealed bids from qualified contractors.
3. The City Council approves award of contract to the lowest responsible bidder for an amount not to exceed \$582,138.
4. The City Council authorizes the City Manager to execute a contract with the lowest responsible bidder.
5. The City Council authorizes a construction contingency of \$58,214 for the project to be administered by the Project Manager during construction.
6. Funding shall be from Account No. 306-4190-2053-9020.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on July 27, 2004, by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont